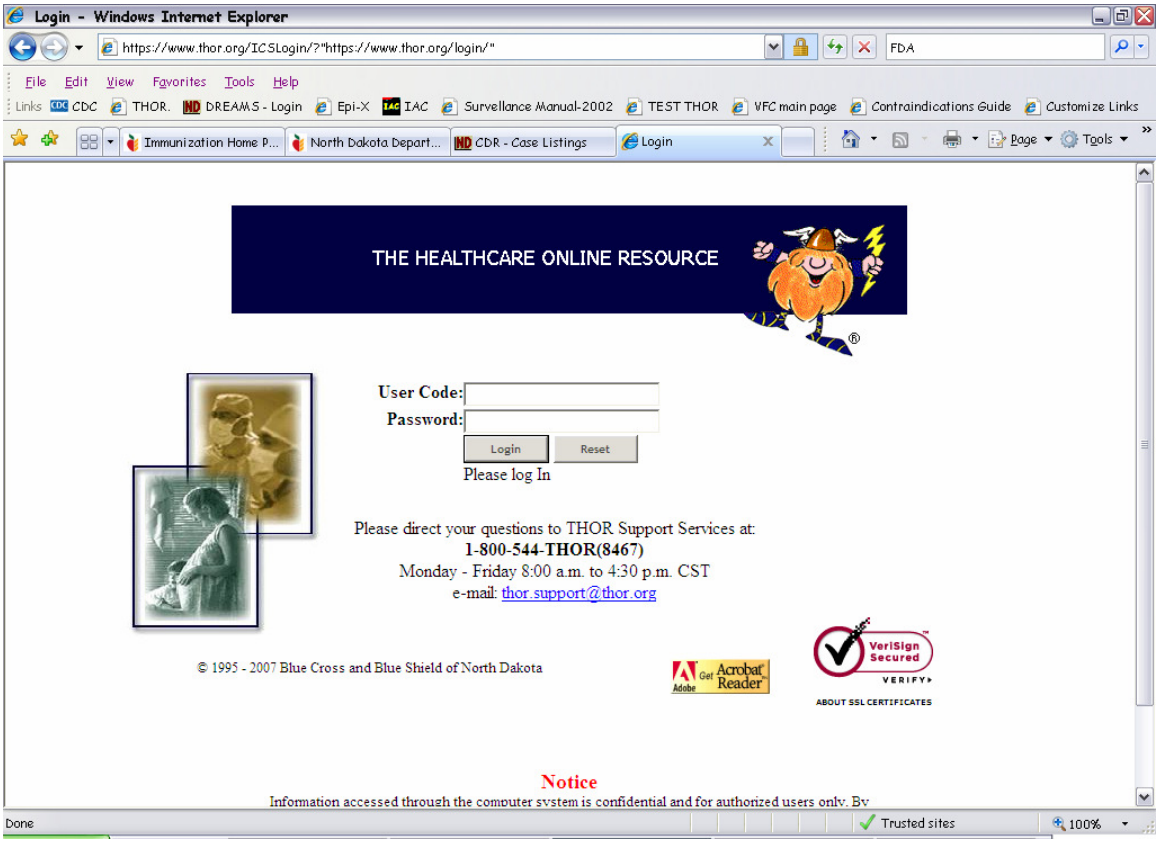
NORTH DAKOTA
DEPARTMENT *of* HEALTH

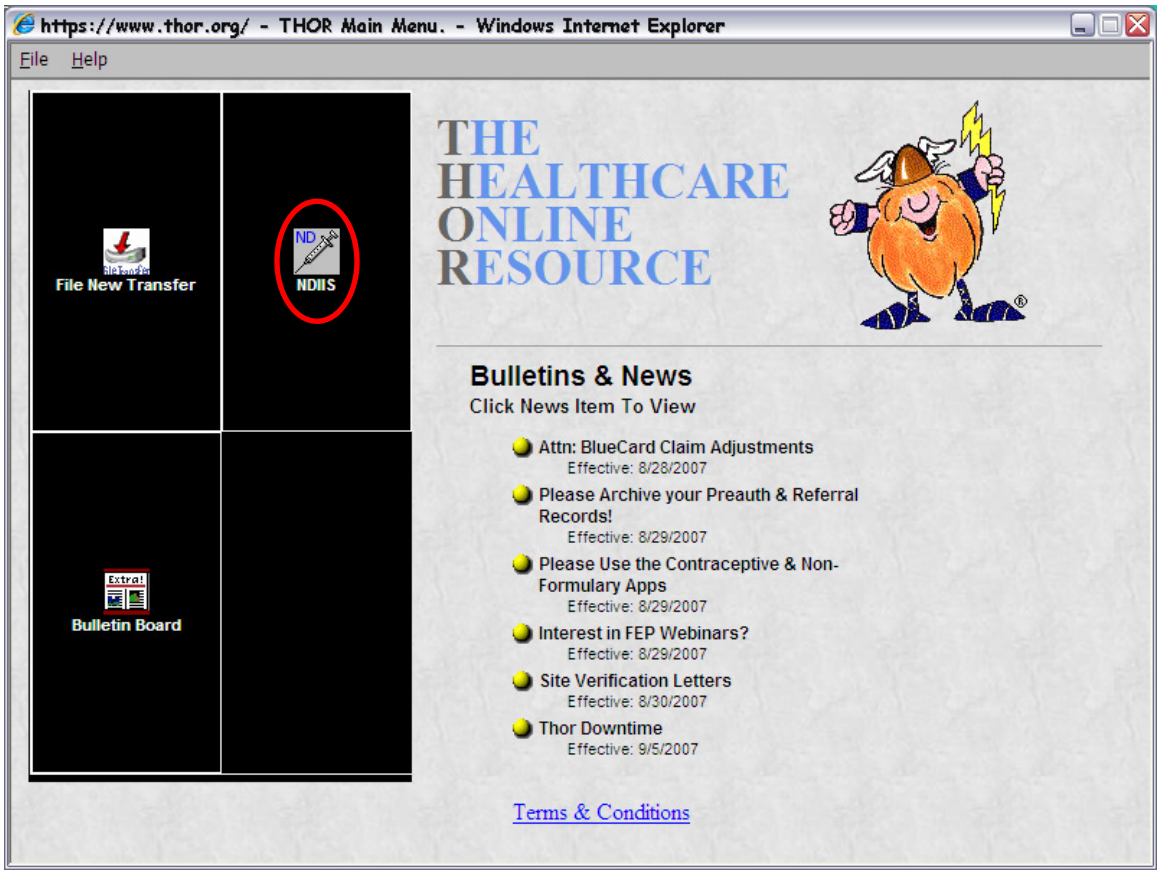
Entering Privately Purchased Vaccine into Providers Inventory in the North Dakota Immunization Information System (NDIIS)

1. Log onto NDIIS by going to www.thor.org/login

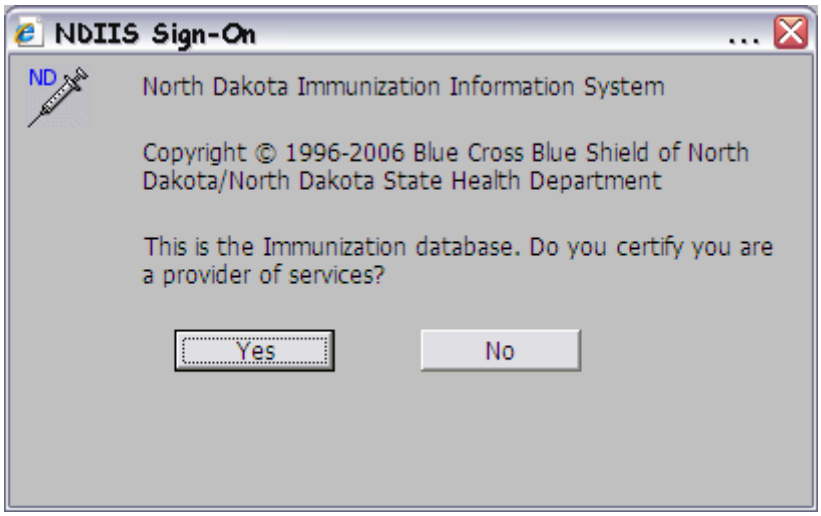


2. Use the username and password provided to you by Blue Cross Blue Shield of ND (BCBS).
   - To obtain a username and password visit www.thor.org and click on “Register online”

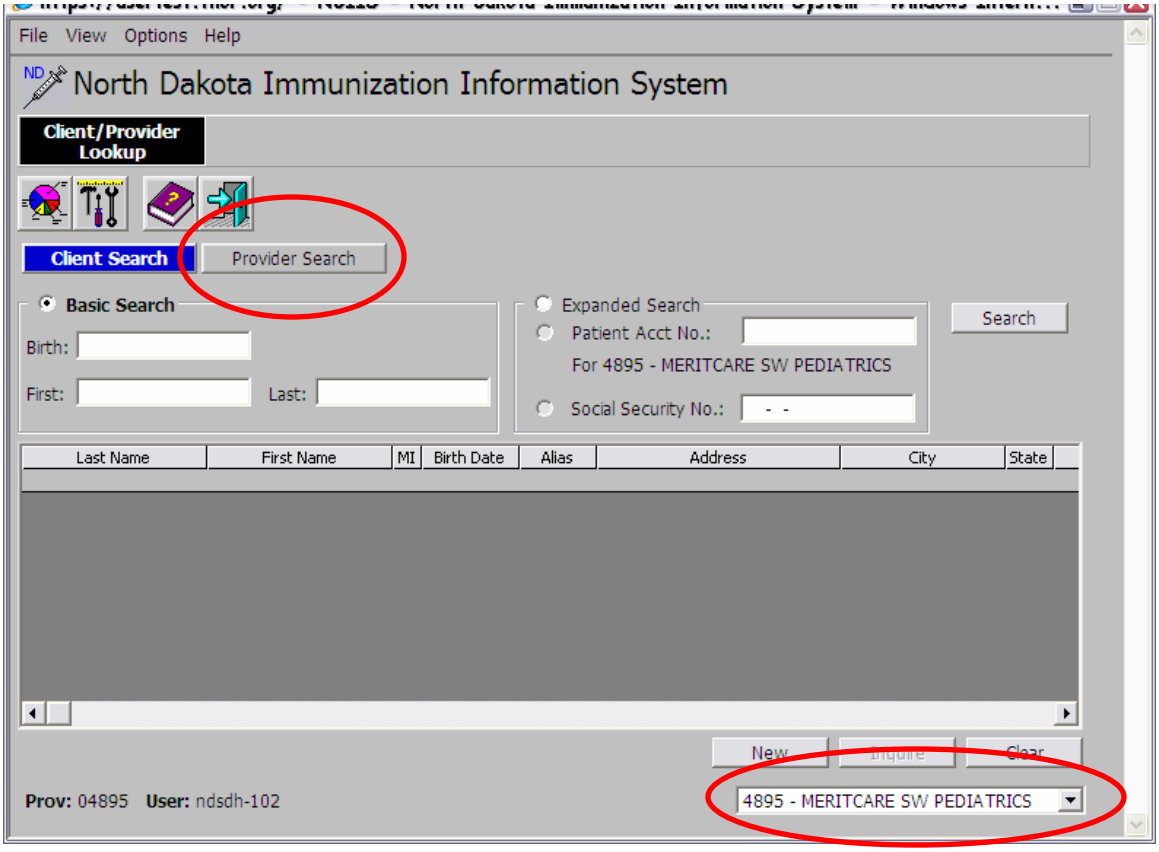
3. Click NDIIS icon to enter NDIIS.



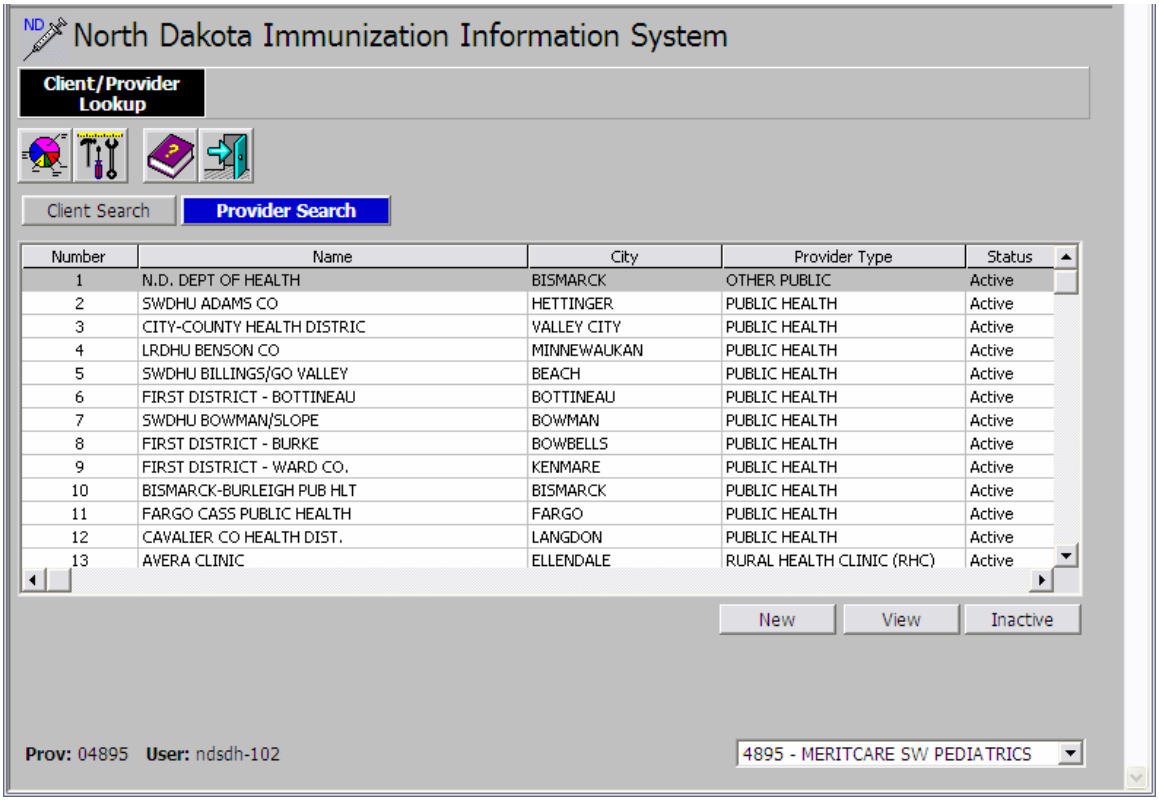
4. Click “Yes”



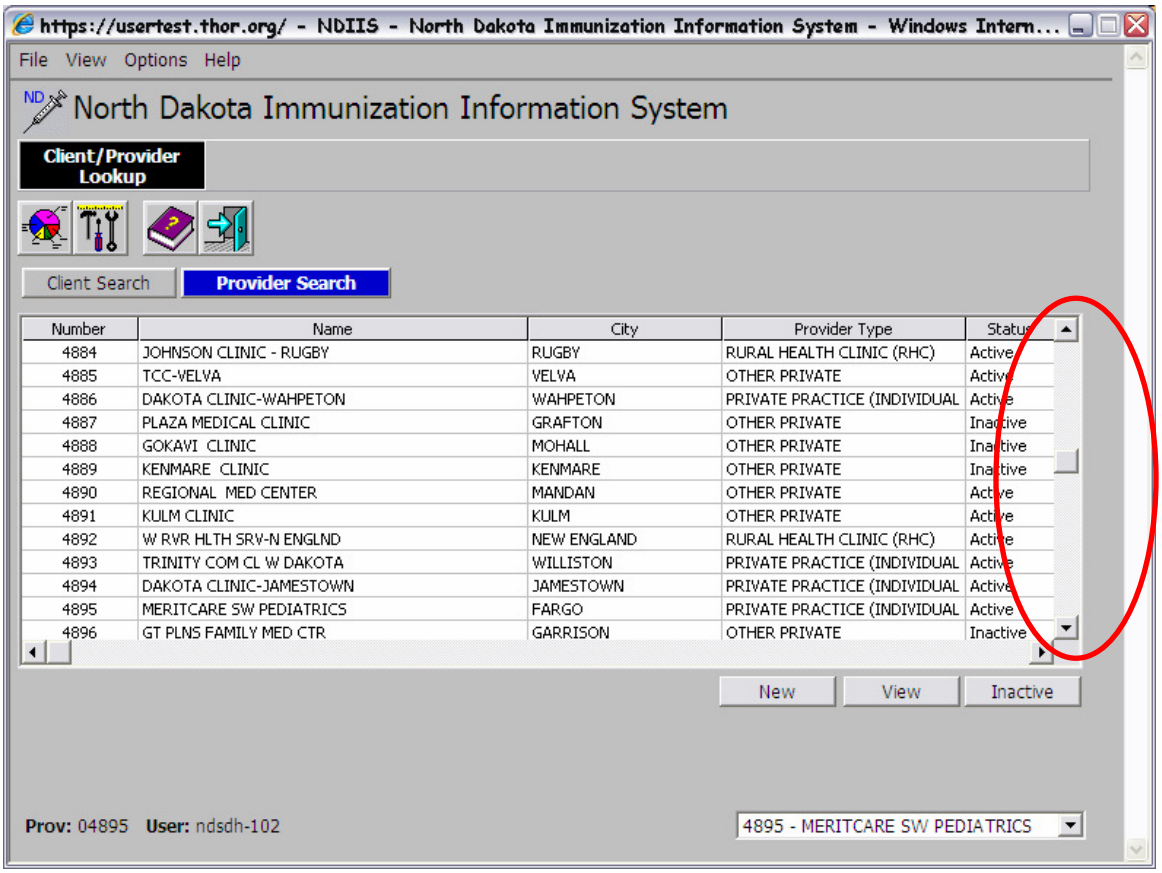
5. From the Client Search screen, click on Provider Search to check to be sure that the lot number isn't already in your inventory.
   - **If you have access to more than one provider, make sure the correct provider is showing in the lower right hand corner. If it is not, choose the correct provider from the drop down box.**



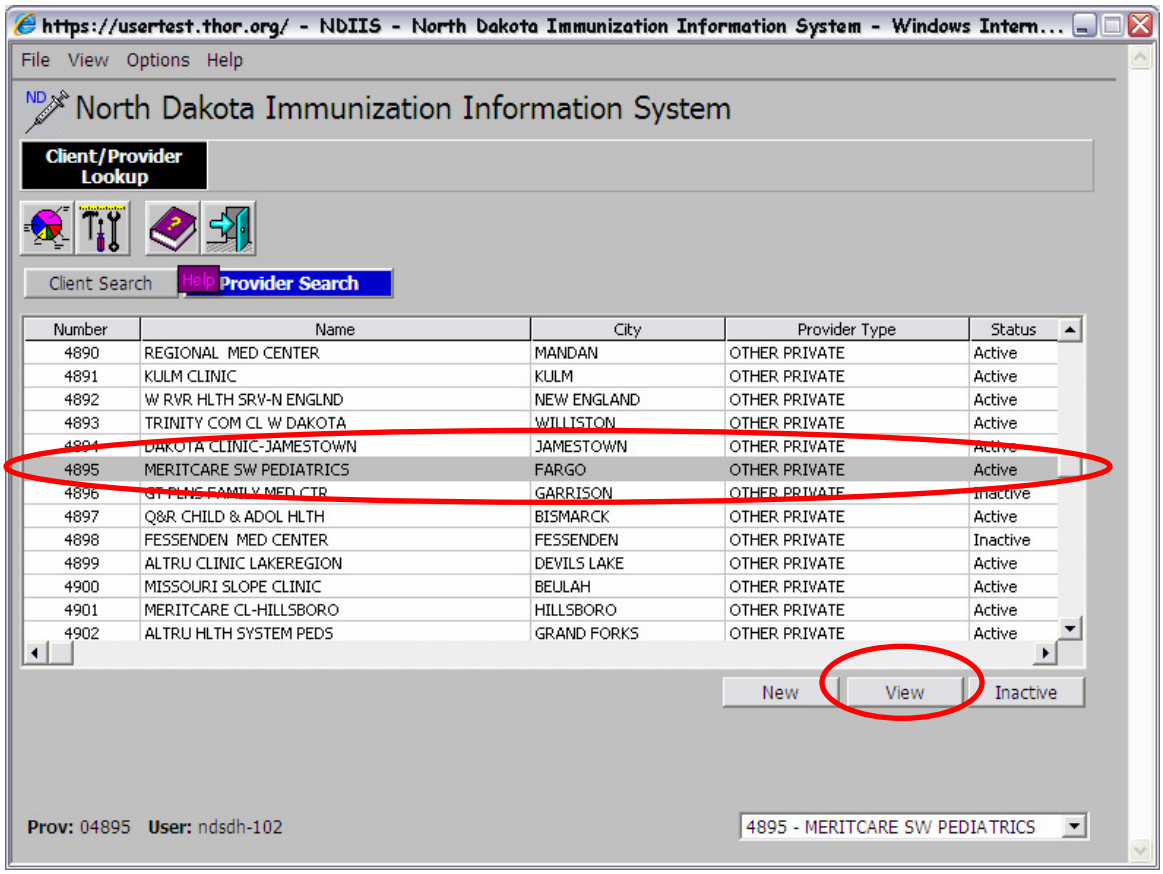
6. This will bring up a list of providers.



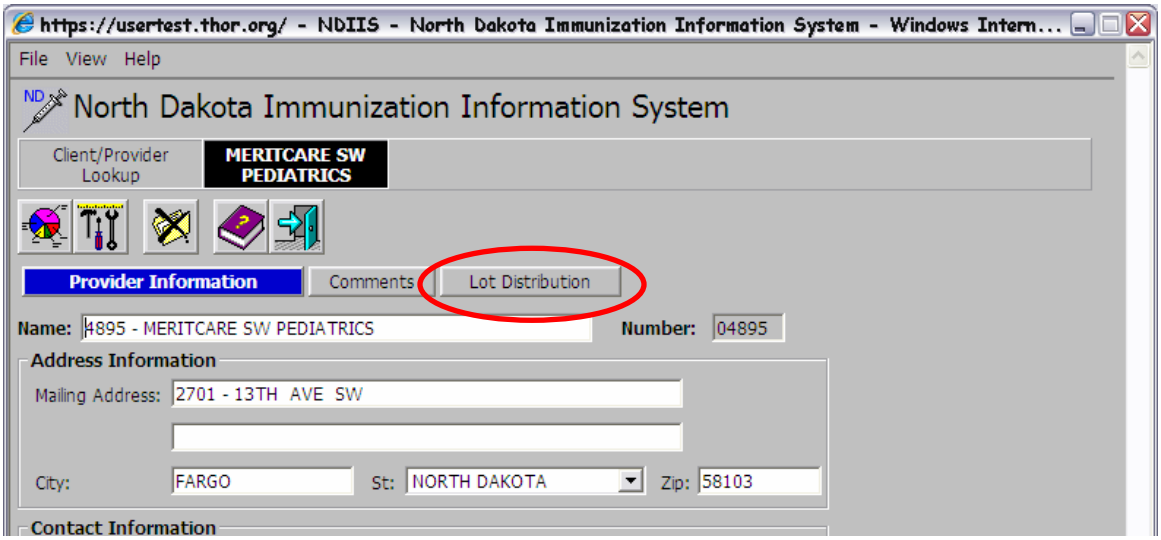
7. Scroll down using scroll bar on side of list.



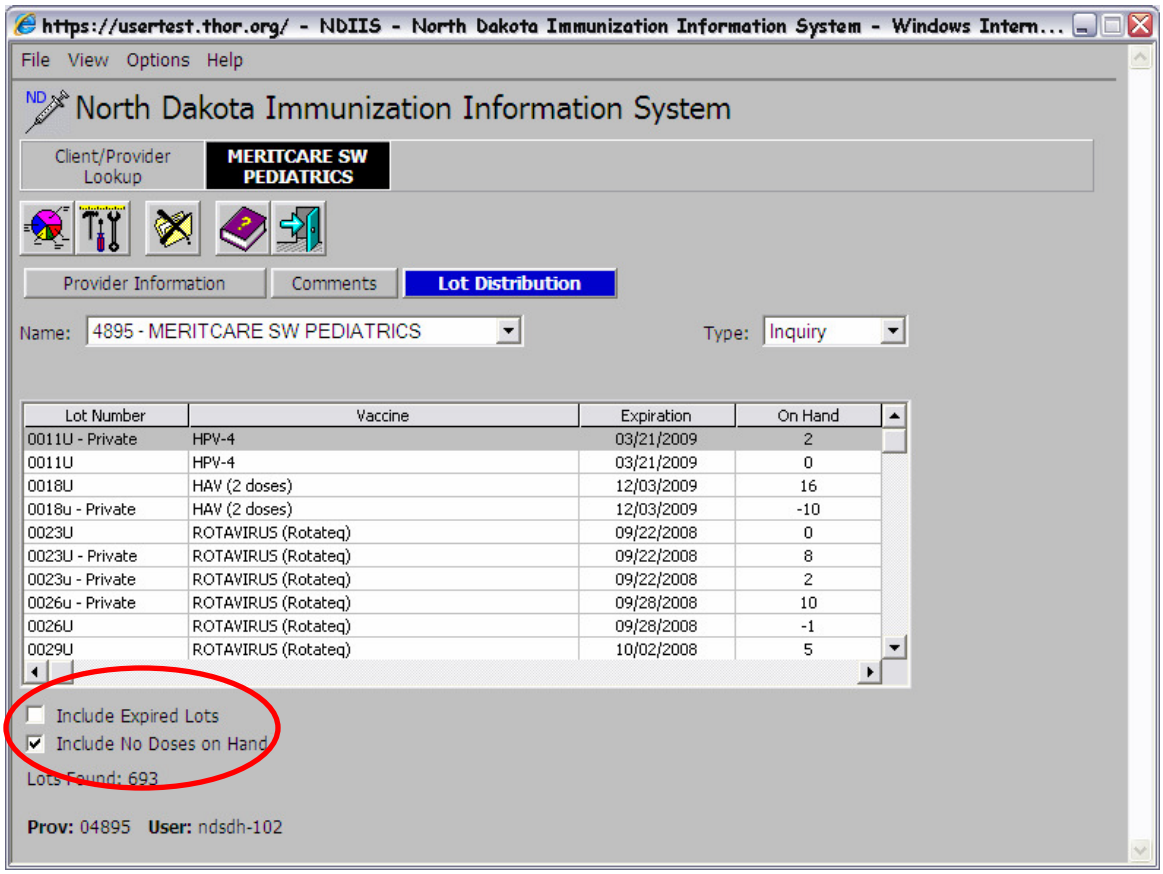
8. Highlight your provider number by clicking on it then enter it by clicking it again or clicking on view.



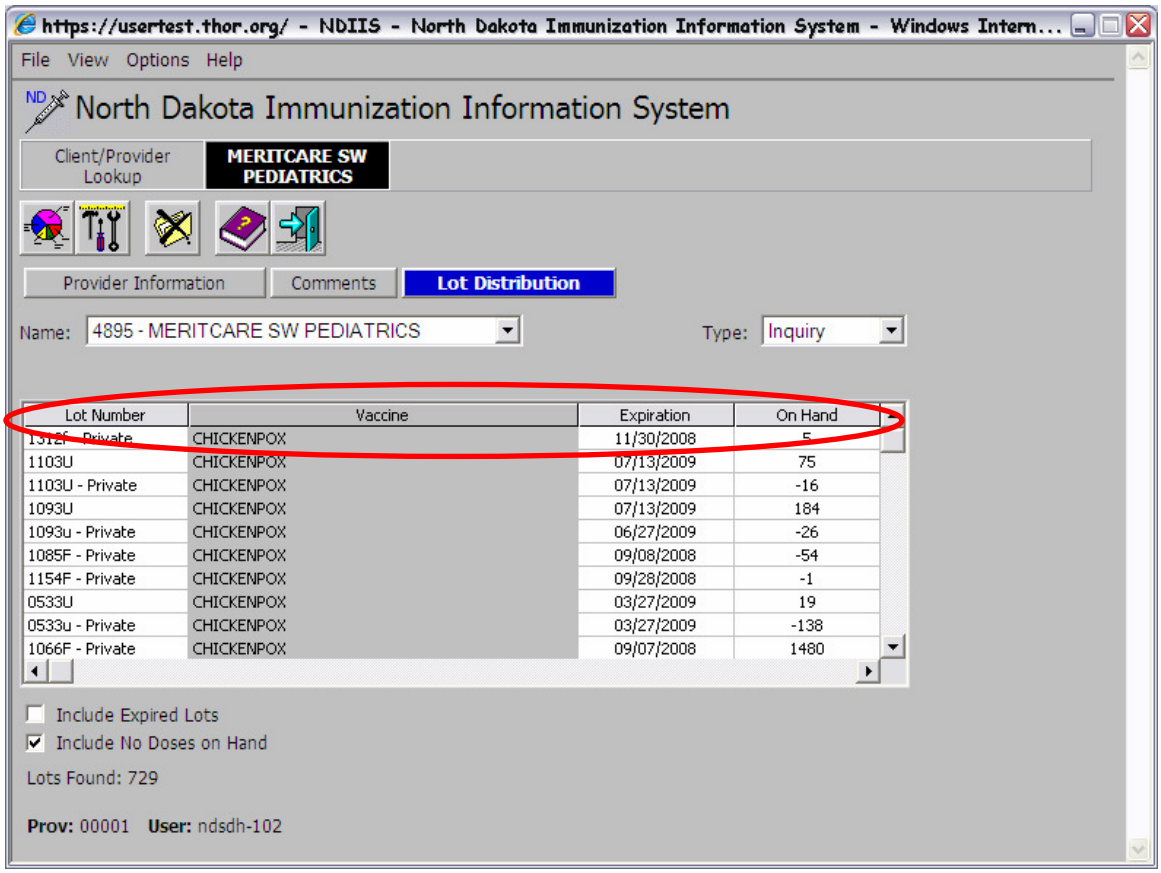
9. This brings up the Provider Information. Click on Lot Distribution.



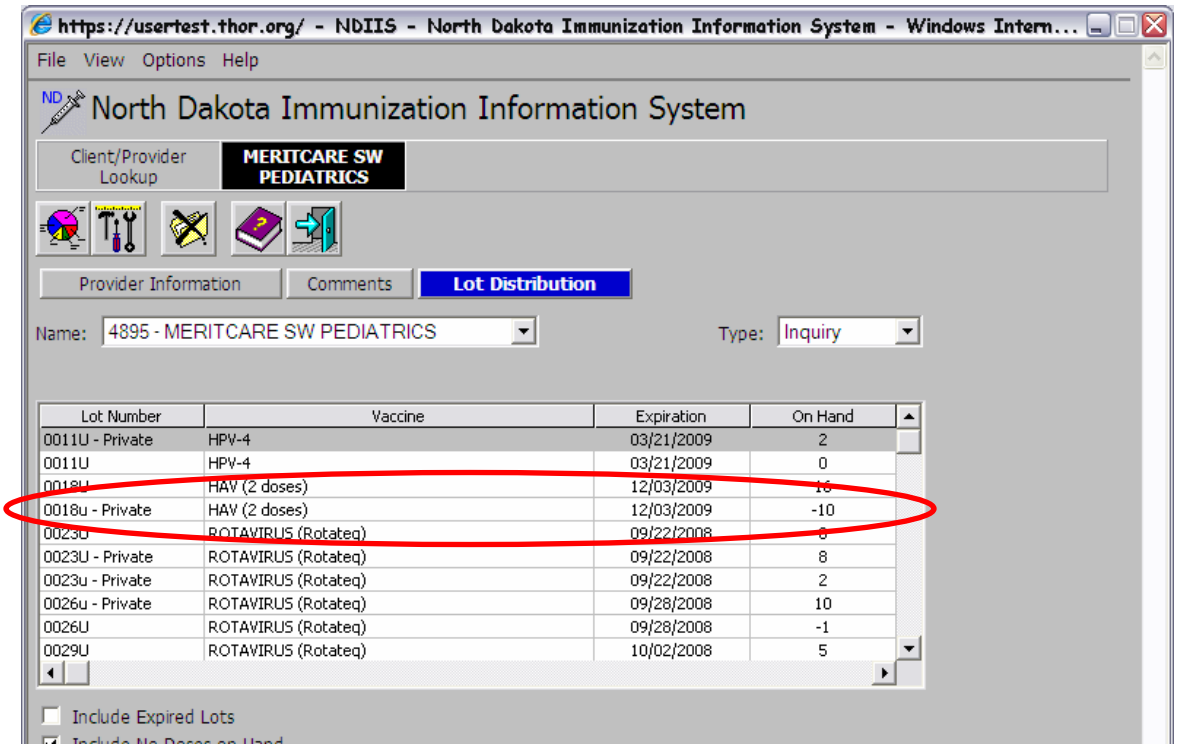
10. This screen will list all the vaccine in your inventory.
    - Make sure that you have the Include No Doses on Hand checked to see all the non-expired vaccine you have had in your inventory.



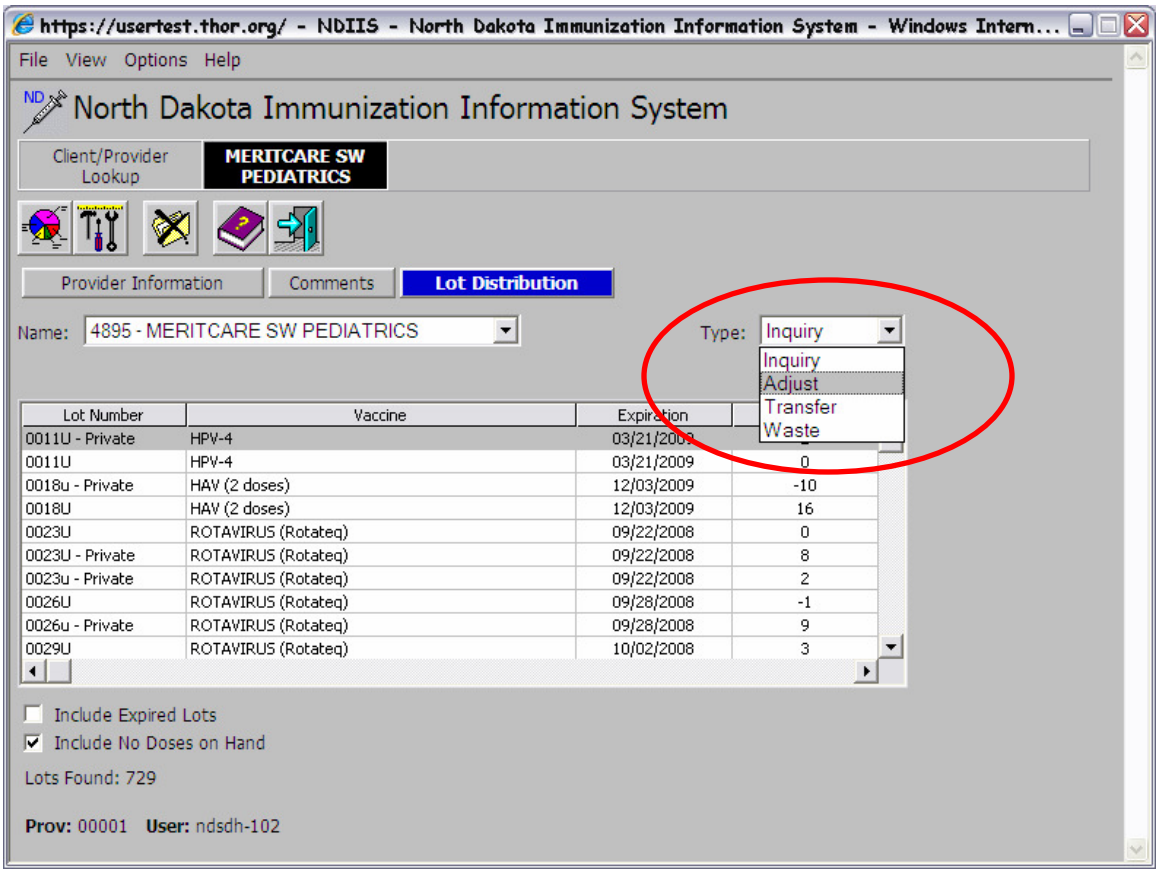
11. Vaccines can be ordered by Lot Number, Vaccine, Expiration, or On Hand by clicking at the top of any of the columns. Clicking repeatedly will switch them between ascending and descending.



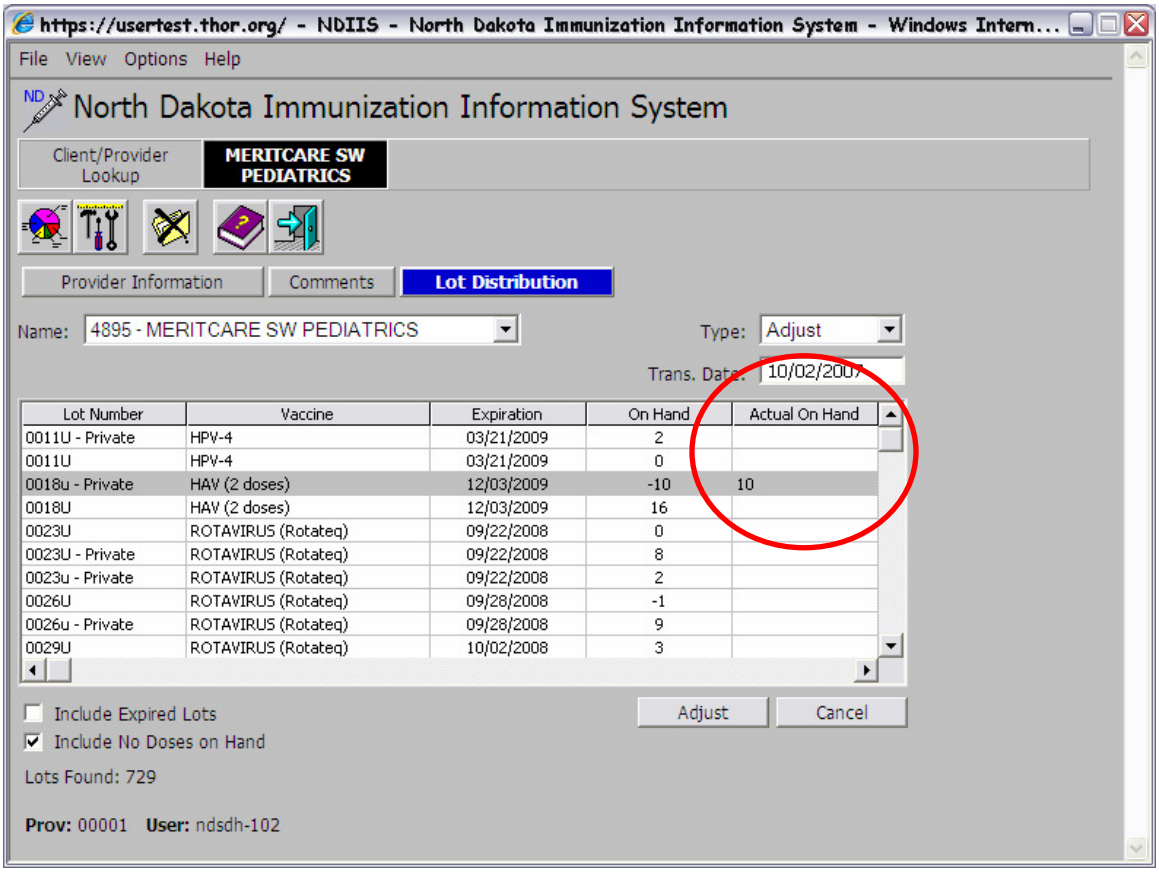
12. If you already have the lot number in your inventory as a private lot, go to step 13 to adjust the number of doses on hand. **If lot numbers are not in the inventory, continue to number 18.**
    - Lot numbers of privately purchased vaccine will say Private after the lot number.



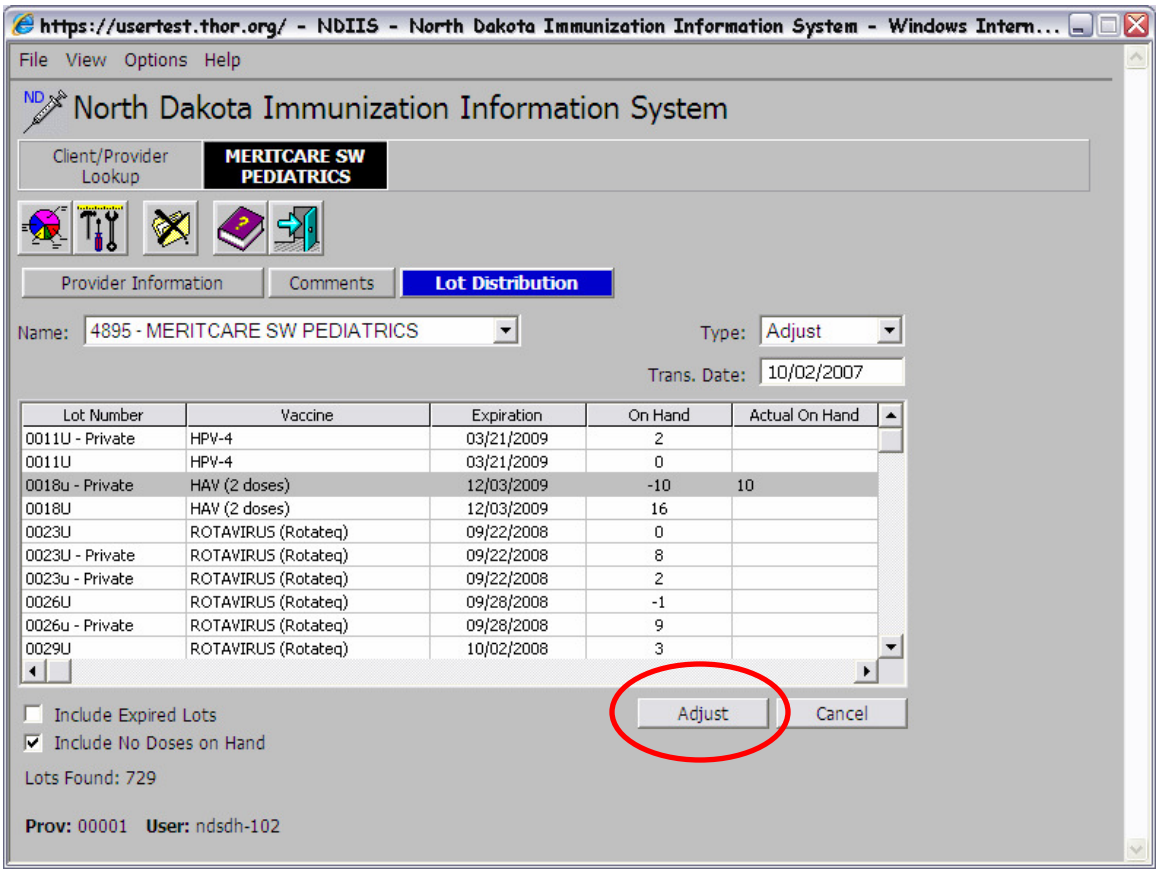
13. Choose Adjust in the Type drop-down menu.



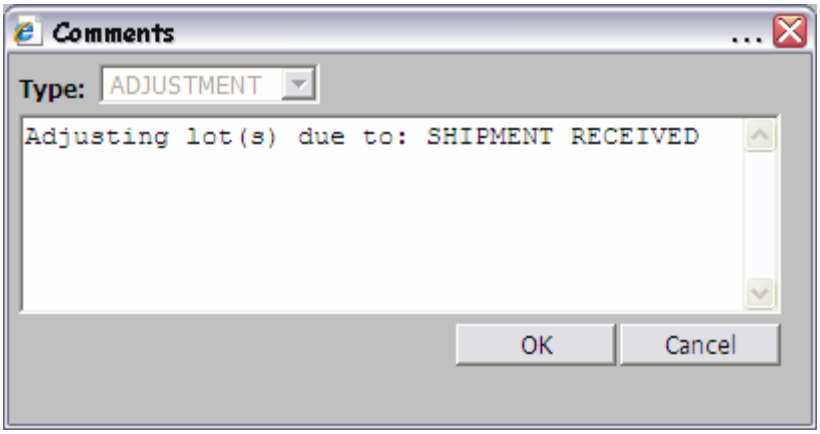
14. Enter the actual number of doses currently in your inventory in Actual on Hand column.
    - More than one lot can be adjusted at the same time.



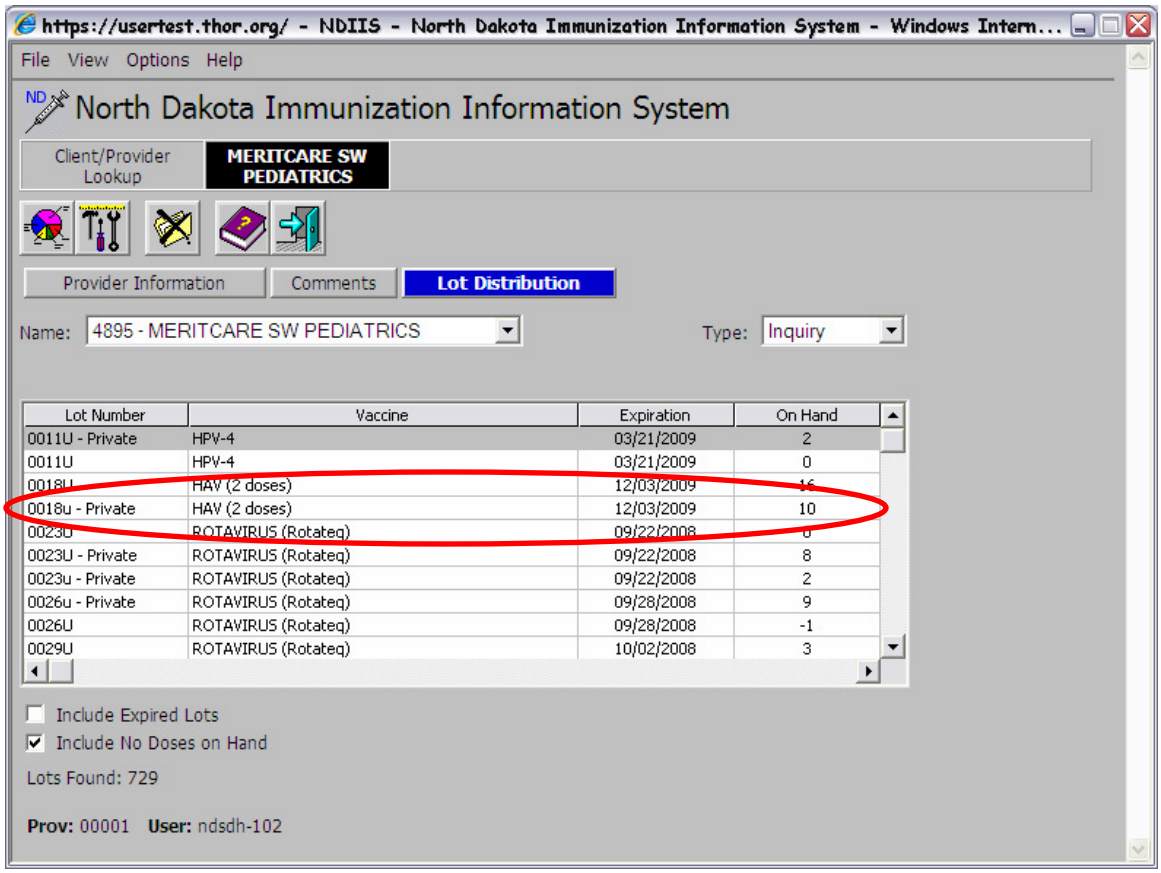
15. Click on Adjust.



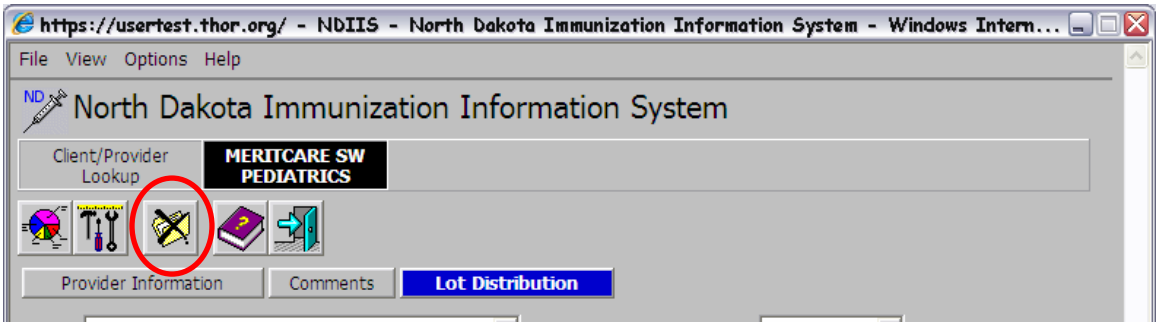
16. A comment box will pop-up. Enter the reason that you adjusted the inventory. Be specific so that inventory changes can be tracked. Then click OK.



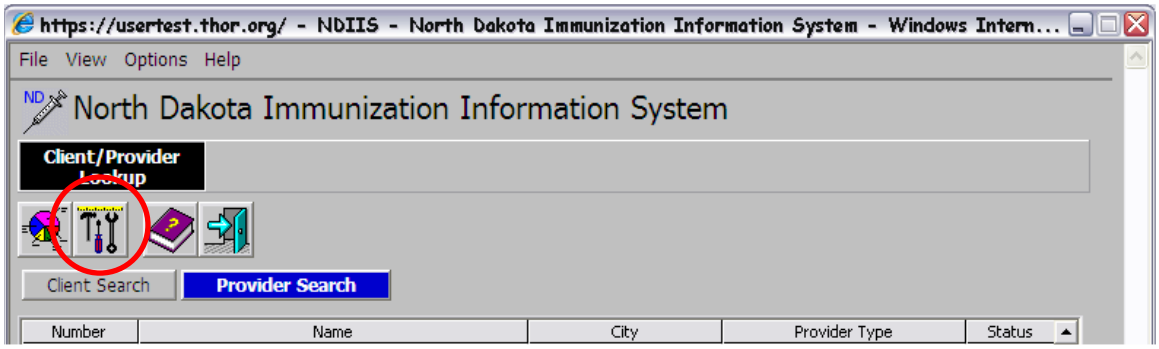
17. New inventory is now showing. Continue to step 24.



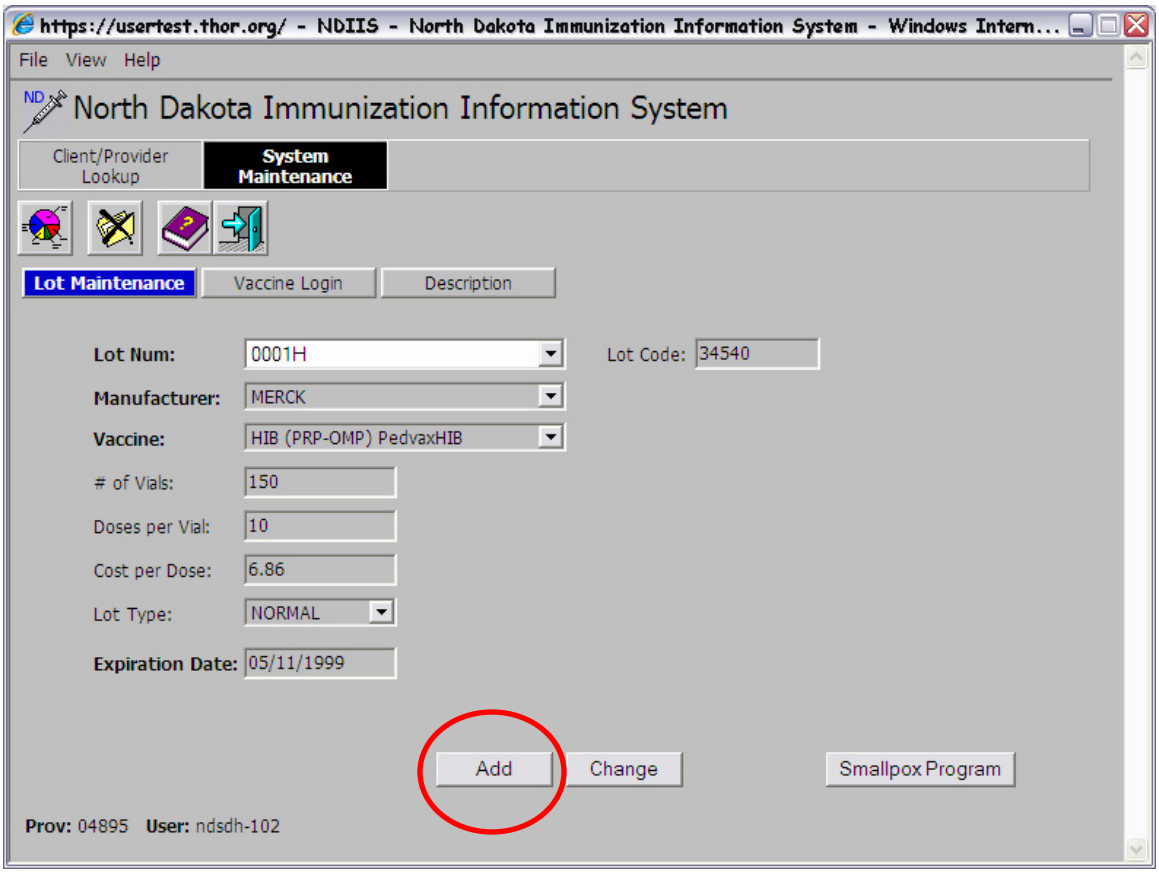
18. Click on Close icon to exit Lot Distribution.



19. Click on Open Systems Maintenance Tab



20. This brings up the Lot Maintenance Screen. Click on Add.

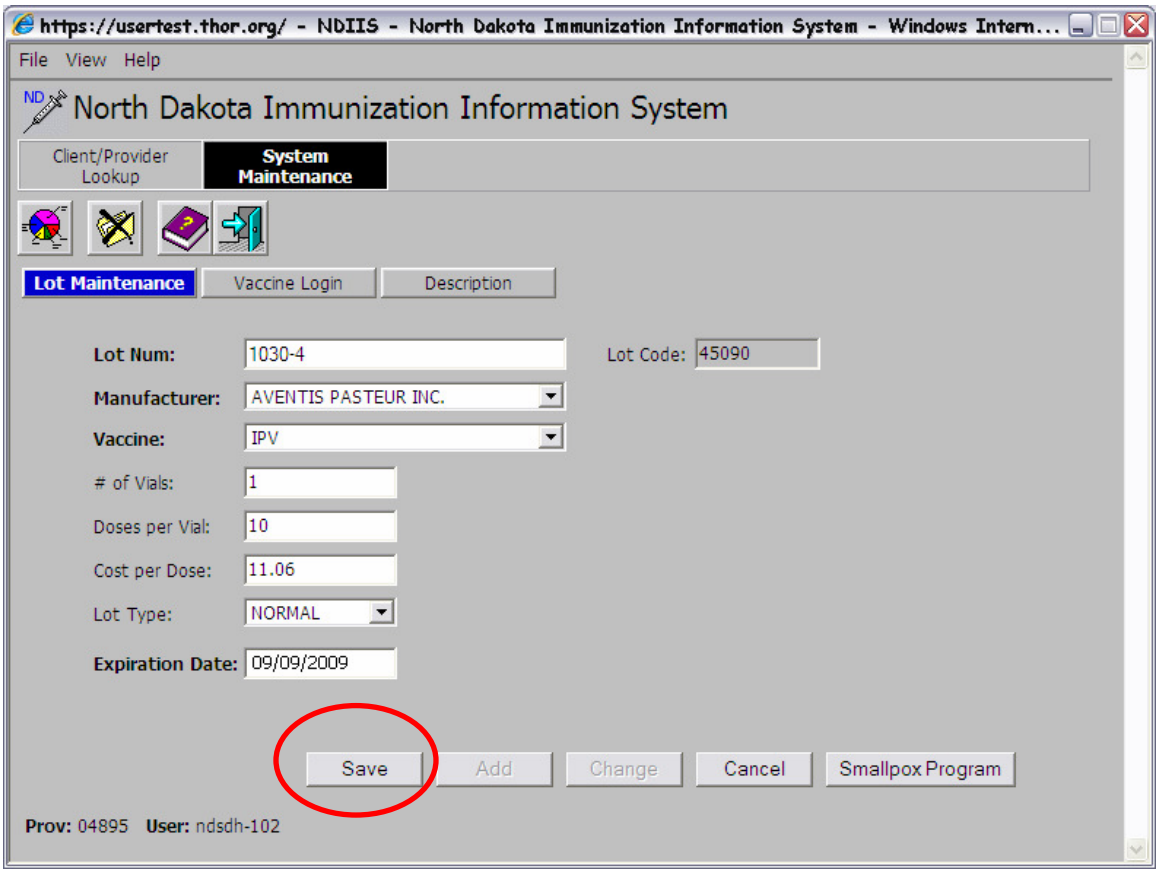


21. This will bring up the screen to add a new lot number. Fill in all blanks. Lot type must always be normal. Click Save. Repeat for each vaccine received.

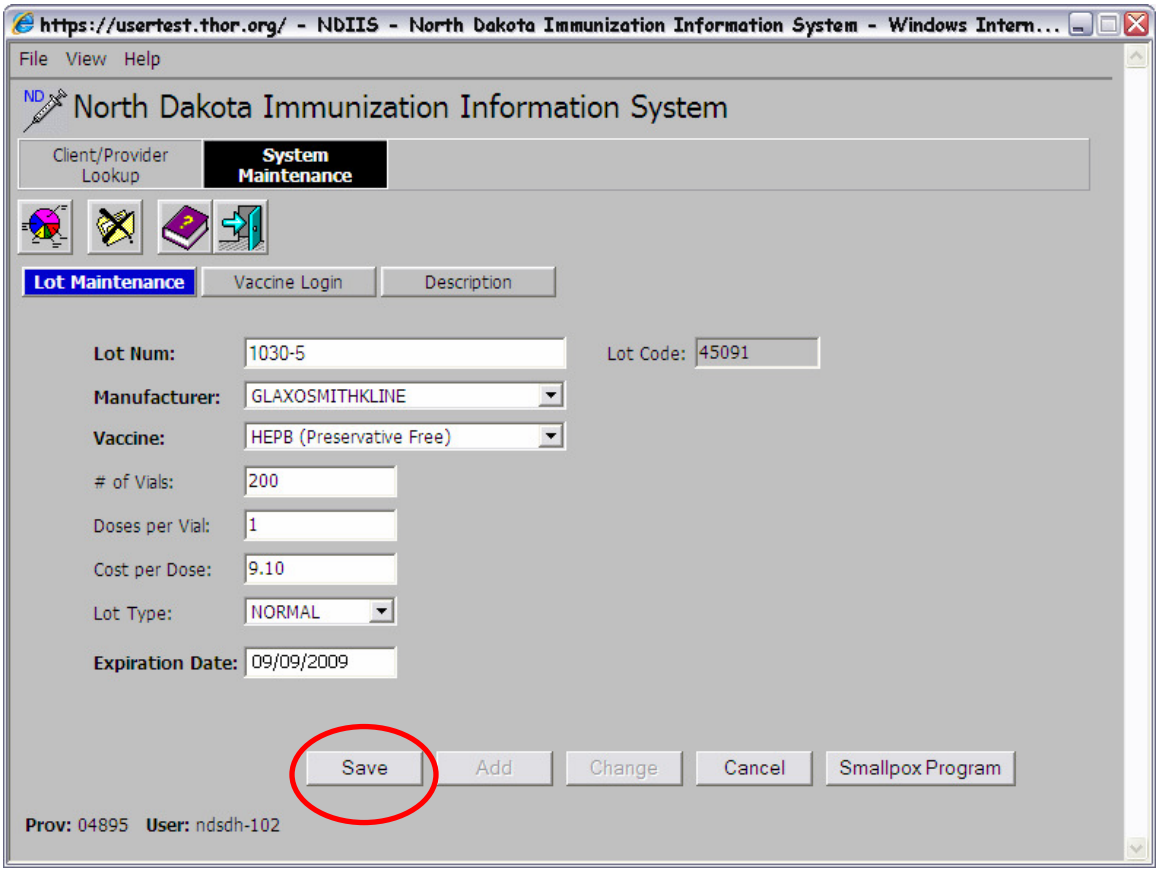
    See examples on next page:

- Example 1 is a multi-dose vial of IPV
  - Notice that the # of vials is 1 and the Doses per Vial is 10 which means there were 10 doses of this vaccine recieved
- Example 2 is a single-dose vial or syringe of Hep B vaccine
  - Notice that the # of vials is 200 and the Doses per Vial is 1 which means there were 200 doses of this vaccine received

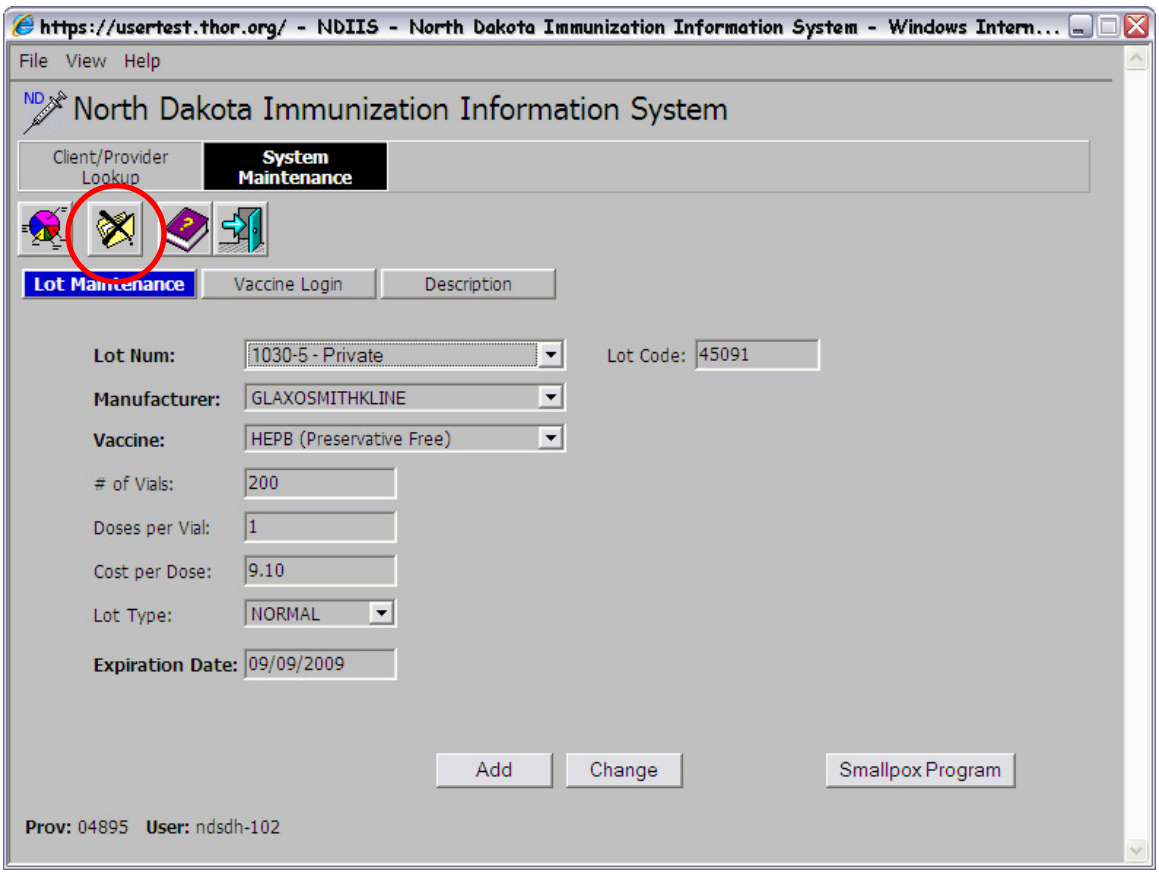
Example 1:



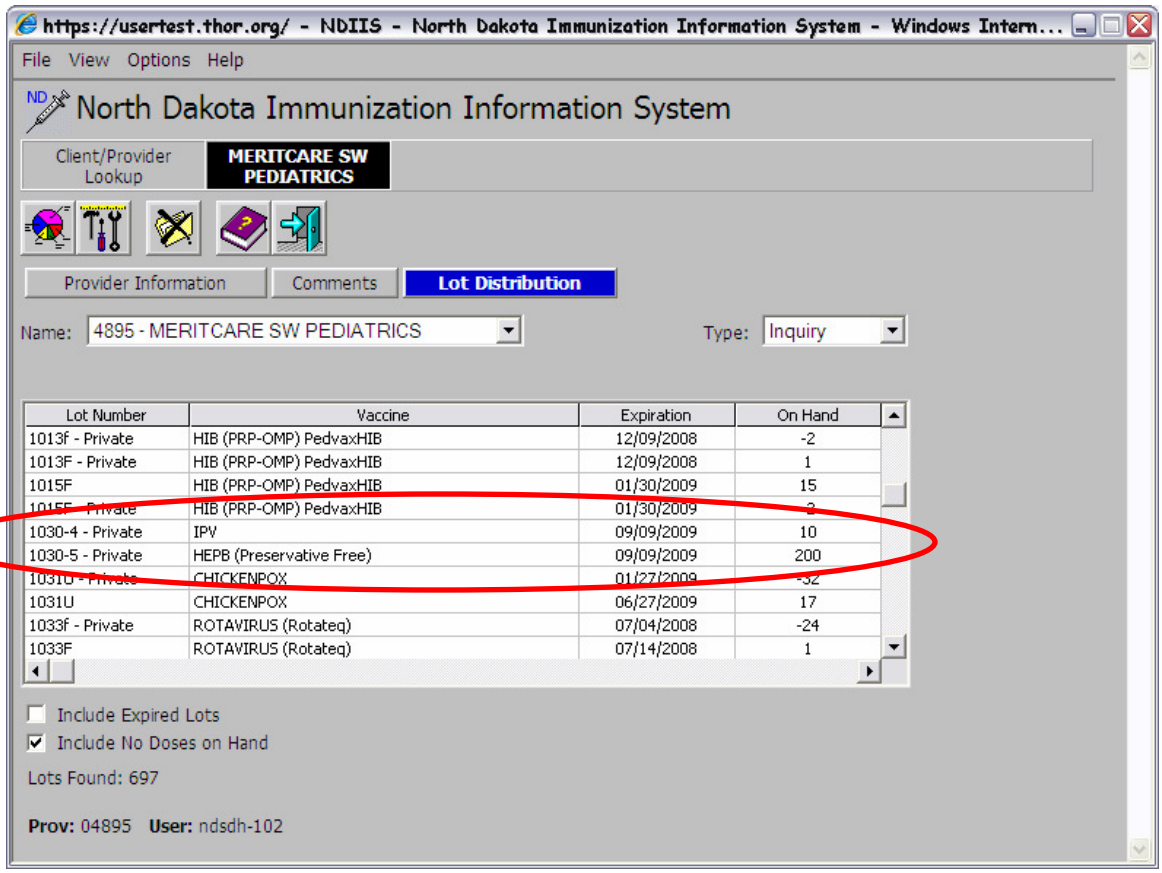
Example 2:



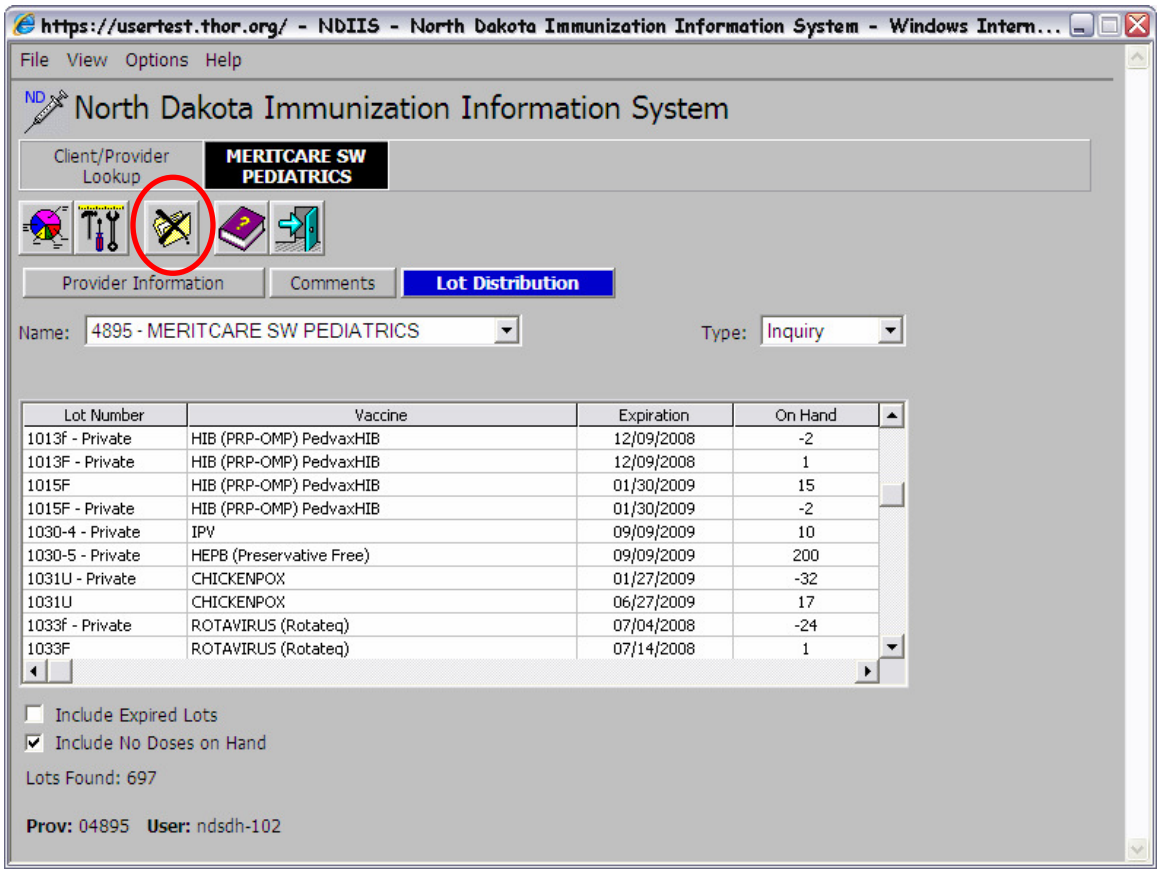
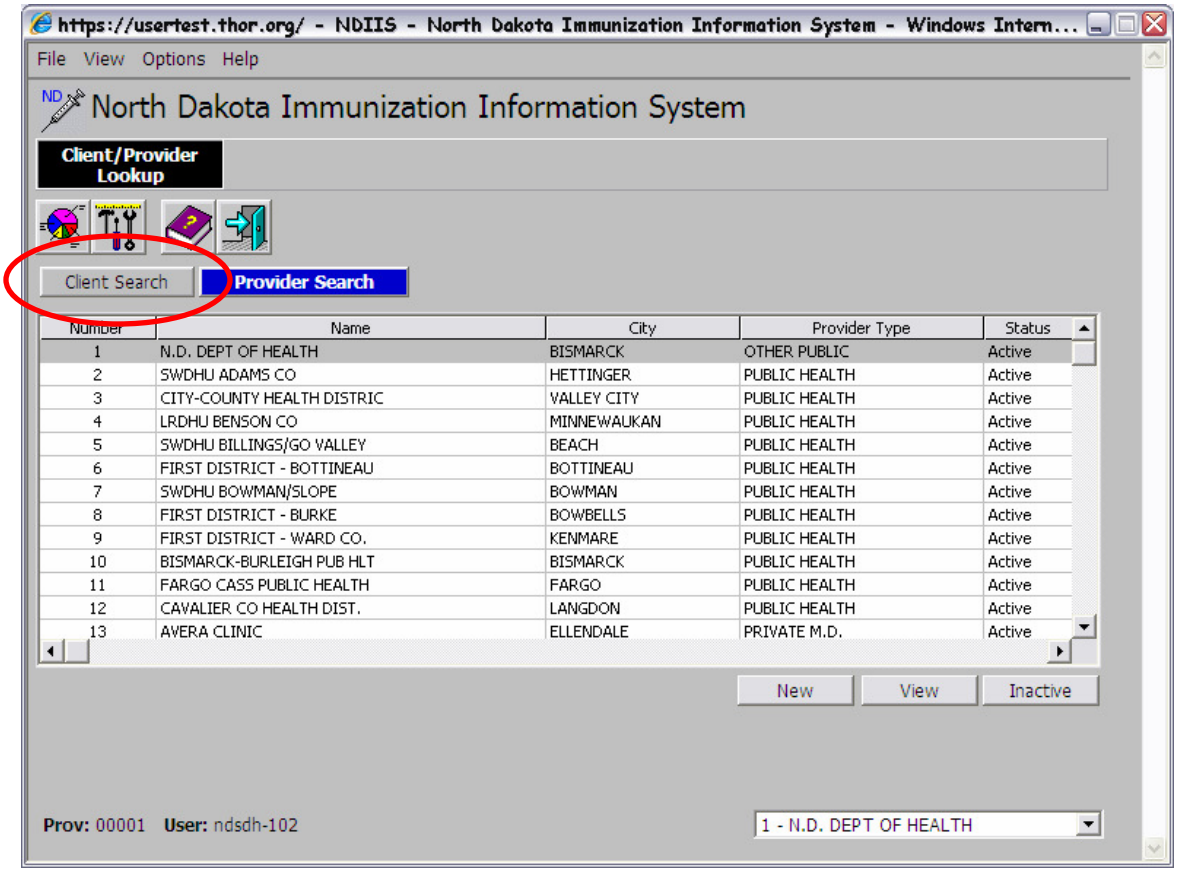
22. Once the lot is saved, NDIIS automatically adds Private to the end of the lot. Click on Close icon to exit System Maintenance.



23. Repeat Steps 5 – 10 to see the new lots entered into the inventory.



24. Click on Close icon to exit inventory.



25. Click on Client Search to return to normal use.